

February 7, 2001

MEMORANDUM FOR: MASC Acquisition Management Division Clients

FROM: David M. Barr  
Chief, Acquisition Management Division

SUBJECT: Fiscal Year 2001 Procurement and  
Financial Assistance Cutoff Dates

The MASC Acquisition Management Division has adopted the cutoff dates listed on the attachment for receipt of fiscal year 2001 procurement and financial assistance requests. The listed dates also reflect the deadlines for receipt of fiscal year 2002 requests for new or continued services with a start date of October 1, 2001.

In order to make award by September 30, 2001, a complete procurement request package with all necessary approvals and documentation must be received in the Acquisition Management Division by the date specified on the attachment. Since actual processing times vary for many reasons, it is recommended that additional time be allowed whenever possible.

Procurement requests received after the applicable cutoff date will be accepted if they can be accommodated without adversely impacting work in progress and written justification is provided for expedited handling. Expiration of funds or lack of advance planning do not justify expedited processing. Late procurement requests, if accepted, will be handled on a "best efforts" basis, and no guarantee can be made that late procurement requests will be obligated by September 30, 2001.

Attachment

**FISCAL YEAR 2001 PROCUREMENT AND FINANCIAL ASSISTANCE CUTOFF DATES**

(Assumes receipt of a complete procurement request  
package with all necessary approvals and documentation)

NOTE: These dates also reflect deadlines for receipt of requests for new or continued services with a start date of October 1, 2001.

<u>Type of Action</u>	<u>Dollar Amount</u>	<u>FY 01 * Cutoff Date</u>
<b><u>SIMPLIFIED PROCEDURES (UP TO \$100,000)**</u></b>		
a. Micro-Purchase	\$2,500 or less	Sep 05
b. Open Market		
Competitive	\$ 2,501 to \$ 9,999	Aug17
	\$ 10,000 to \$ 25,000	Aug 07
	\$ 25,001 to \$100,000	Jul 06
Noncompetitive	\$ 2,501 to \$ 9,999	Aug17
	\$ 10,000 to \$ 25,000	Aug 07
	\$ 25,001 to \$100,000	Jul 13
Construction	\$ 2,000 to \$ 25,000	Jul 30
	\$ 25,001 to \$100,000	Jul 06
Nonpersonal Services	\$ 2,501 to \$ 25,000	Aug 07
	\$ 25,001 to \$100,000	Jul 06
c. Delivery Orders (Federal Supply Schedules, NITES, SEWP, NIH)	\$ 2,500 or less	Sep 05
	Any Amount > \$2,500	Aug 17

**CONTRACTS -- INCLUDING INFORMATION TECHNOLOGY (IT)**

a. Competitive		
1. Sealed Bids	\$100,001 to \$499,999	Jul 03***
	\$500,000 to \$999,999	May 31***
	\$1,000,000 or more	Mar 30***
2. Negotiated	\$100,001 to \$499,999	May 01***
	\$500,000 to \$999,999	Mar 30***
	\$1,000,000 or more	Jan 18***

b.	Noncompetitive	\$100,001 to \$499,999	Apr 24***
		\$500,000 to \$999,999	Mar 27***
		\$1,000,000 or more	Jan 29***

#### **MODIFICATIONS TO CONTRACTS**

a.	Changes	Any Amount	Jul 10
b.	New Work	Any Amount	May 31
c.	Exercise of Options for FY 2001	Any Amount	Jun 29
d.	Delivery/Task Orders	Any Amount	Jul 31
e.	Funding Actions	Any Amount	Aug 07

#### **FINANCIAL ASSISTANCE ACTIONS**

a.	New Actions That Require FARB Clearance	Jul 10
b.	Amendments To Awards That Do Not Require FARB Clearance	Aug 28

\* REQUIREMENTS RECEIVED AFTER THE CUTOFF DATES WILL BE PROCESSED ON A "BEST EFFORTS" BASIS ONLY.

\*\* Open market requirements over \$25,000 placed under Simplified Acquisition Procedures must be published in the Commerce Business Daily, which is reflected in the cutoff dates shown above.

\*\*\* For commercial acquisitions as defined in FAR Part 12 (supplies and services), cutoff dates should be 30 days later.